

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
23 May 2024 - 6.40pm**

Present: Teresa Burn, Jin Feng, Tanya Sheppard, Nicola Gamble, Stanley Zhang, Michael Corbett

Visitor: Chris Barry (Parent)

Apologies: Mark McDonald, Jen Iversen, Jo Hewitt, Liz Hammelburg

Minute Taker: Sue Moscrip

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Tanya S **Carried**

Matters Arising:

FOTS Minutes – The most recent minutes were shared with the Board.

AML Inquiry – SIEBA answered this query for BBS. They provided full details but mainly, they reported that there are a number of safeguards already in place globally and nationally to deal with the situation where funds from criminal activity might be used to fund international education. All banks in NZ have processes in place where suspicious deposits will trigger reporting requirements. \$10k is a standard amount to trigger reporting but repeated deposits of lesser amounts may also trigger reporting.

New EOTC Forms – Shared at previous meeting.

Swimming Pool Season Costs – A Swimming Pool Report was shared with the Board.

Correspondence – Tabled

REPORTS

FINANCIAL:

Teresa presented the April 2024 finances.

Teresa moved the adoption of the April 2024 accounts.

Seconded: Jin **Carried**

Schools are required to present four copies of the Annual Report to the Ministry of Education once the audited accounts have been received by the school. This is to be done by 31 May. We did not have the correct annual accounts at the time of this meeting, so Teresa asked the BOT to approve a motion.

Teresa moved that the BOT approve the Chairperson and Principal accepting the Annual Accounts on behalf of the Board, if they are satisfied with them, to enable the accounts to be presented to MOE in a timely manner (i.e., on or before May 31)

TB/JF

Seconded: Mike C **Carried**

PRINCIPALS:

2025 School Dates – Teresa talked to the 2025 starting date for BBS, explaining that they are set in collaboration with our Kahui Ako. The MOE has not given permission as yet for Teacher Only Days for 2025 so the end date for 2025 is still be confirmed.

Teresa moved the 2025 School Start Date as 03 February 2025.

Seconded: Stanley **Carried**

Early Collection – Due to larger class sizes, Teresa has recommended that on the day of interviews the school trials asking parents to collect children early if their child is in year 4-6. Parents/Caregivers may also collect younger siblings if that is more convenient. Because we are requesting children be taken early it does not mean school is closed and does not affect the number of days school is open.

Teresa moved that the Board are in agreement with the early collection of senior children on Parent Interview days.

Seconded: Nicola **Carried**

Nest Consulting – The board talked through the results of the parent survey regarding permission for their Year 6 child to attend a Positive Puberty Programme. The results were positive, and the Nest Programme will go ahead.

The Principal's Report was taken as read.

Teresa moved her report.

Seconded: Nicola **Carried**

PROPERTY

Court Upgrade/Extension Project – The board discussed the scope of work and specifications for the courts project. There were many options to take into consideration. Further discussion was continued in-committee.

Browns Bay School 10-year Property Plan for 2024/25 - The Browns Bay School 10-year Property Plan for 2024/25 was tabled. The board had previously viewed the plan and Stanley also confirmed some key points.

Teresa moved that the Board confirm their support for the 10YPP presented to them by Watershed Group.

Seconded: Stanley Z **Carried**

Planting Plan – Nicola raised the Planting Plan and the continued importance of considering the plan in the future. The board discussed.

Health and Safety – Health & Safety Report Tabled. The board accepts the report as it stands.

Seconded: Stanley **Carried**

Policy - Information was received from School Docs at the end of last term in relation to the uniform policy. The uniform policy is one of the school specific policies. School Docs have recommended an update to include information on bylaws, inclusive education and the new Human Rights Commission uniform Guidelines.

As this is a change to policy, community consultation is a requirement. As the changes are not significant Teresa recommends that a reminder goes into the school newsletter about policies in general with a note about the upcoming reviews and how parents can provide feedback. The new policy will be ratified at the next meeting.

TB

Principal Performance Appraisal - Principals are appraised annually on their performance in their role. The performance appraisal process will need to be decided on for next April as a budget, and possibly an appraiser will need to be confirmed. Teresa will provide information to the board on some the possible options available to them to assist with beginning the process.

TB

GENERAL BUSINESS:

PAT Data – Deferred to the next meeting in Jo Hewitt's absence.

BOT April/May Hours – Recorded

Co-Opted Position – Jin updated the board on the Co-Opted Māori Whanau member position that will finish in September this year, advising that current board member, Jen Iversen is likely to resign from the post. Further discussion was continued in-committee.

NZSTA Conference – Tanya informed the board of the upcoming NZSTA Conference in Wellington. Tanya would like to attend the conference as she found it very informative when she last attended two years ago. The board agree to the school funding Tanya to attend and look forward to her feedback on her return.

Meeting closed at 8.10pm

In Committee at 8.15pm

The Board went In-committee to discuss Property, Staffing and Co-Opting.

Exclusion of the Public: Local Government Official Information and Meetings Act 1987

The Board resolved that the public be excluded from that part of the proceedings of this meeting but agreed that the appropriate processes would be adhered to and followed.

The grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 (“The Act”) for the passing of this resolution is that the public conduct the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reasons for withholding it exist, namely to protect the privacy of the person for whom it concerns (Section 7 (2) (a) of the Act).

Out of Committee: 8.45pm

Meeting Closed: 8.45pm

Next Meeting: Thursday 18 June 2024 – 6.30pm